



## TOWN OF MONTEREY

435 Main Rd. P.O. Box 308  
Monterey, MA 01245

### **APPLICATION FOR A SPECIAL EVENT – ONE DAY ALCOHOLIC BEVERAGE LICENSE**

#### Instructions:

- Fill out the attached application in its entirety and submit to the Inter-Departmental Secretary with a check made payable to the Town of Monterey in the amount of \$25.00.
- **Application must be submitted at least 14 business days prior to the event. Time frames for Building and Health permits and Fire and Electrical Inspections may vary, please contact each department directly.**
- A copy of the Server Training Certificate (TIPS) for each person who will be serving alcohol must accompany this application.
- If you are a non profit organization and you are seeking an All Alcohol One Day Permit, you must submit a copy of your 501(c)(3) with this application. If you are a for profit organization, you may request a beer and wine only permit. **For profit organizations must also provide the name of the distributor where the beer and wine is being purchased.**
- If your application is approved, a copy of your permit shall be made available for inspection at the site location.
- A special event is any activity that occurs upon public or private property that affects the ordinary use and it may feature entertainment, amusements, food and non-alcoholic or alcoholic beverages. Examples include (but are not limited to): festivals, weddings, parties, etc.
- If you are serving food at your special event please make sure your caterer has filed the necessary paperwork, applications and fees with the Board of Health.
- **If your event has more than 100 people, alcohol and music, a Certified Crowd Manager is necessary. Please provide a copy of this certification with your application.**
- **If you will be using any tent (or temporary structure) over 120sq ft a building permit will be required. Temporary structures may also require an inspection by the Fire Inspector and Electrical Inspector.** Fire Inspector phone: 528-1734 Electrical Inspector phone: 413-329-7091 Building Inspector phone: 528-1443 x118 Health Agent phone: 413-588-4667



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This application is subject to any and all laws, regulations, standard, guidelines and policies of the Town of Monterey and any State or federal agency, department or body otherwise having jurisdiction and further subject to the specific terms, conditions and restrictions printed or written herein below or attached.

#### Event Information:

Name of event: \_\_\_\_\_

Address of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Number of people attending: \_\_\_\_\_ Distributor: \_\_\_\_\_

Music?: yes or no

☐ Beer and wine only permit requested.

☐ All alcohol permit requested. **ONLY NON-PROFIT ORGANIZATIONS MAY APPLY FOR THIS PERMIT.**

#### **A COPY OF YOUR 501(C)(3) MUST BE SUBMITTED WITH APPLICATION.**

Description of the event (please include any temporary structures, their size and the company providing the temporary structure(s) in your narrative): If music is involved and the number of guests is over 100, please attach a copy of the certification for your crowd manager.

#### Primary contact information:

Name: \_\_\_\_\_

Full mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*I certify that I will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages. I hereby swear under the pains and penalty of perjury that the information I have given is true to the best of my knowledge and belief.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_